

**DETERMINING RECORD MAINTENANCE REQUIREMENTS FOR THE
RICHARDSON FIRE DEPARTMENT TRAINING SECTION**

EXECUTIVE DEVELOPMENT

By: Ed Hotz
Richardson Fire Department
Richardson, Texas

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ABSTRACT

The problem addressed by this applied research project was that no analysis had been conducted to determine the record maintenance requirements for the Richardson Fire Department Training Section. The purpose of this applied research project was to conduct a needs analysis to determine the record maintenance requirements of the Richardson Fire Department Training Section. This was a descriptive research project. The research questions answered were:

1. What legal issues should be considered in maintaining training records?
2. What records are required to be maintained by the Richardson Fire Department Training Section?
3. What non-required records should the Richardson Fire Department Training Section maintain?

The procedures used to complete this project included a literature review, personal interviews, a review of regulations and standards, and personal observations of example document forms.

The results of this research compared the recommendations contained in the literature with those of selected authorities that were interviewed. This information was used to identify regulations and standards applicable to the maintenance of training records. Required training records and their components were identified. Non-required training records and their components were identified

The recommendations included legal considerations, instructions for the maintenance of records, recommended types and components of training records, and advice that was given for those wishing to conduct a similar needs analysis for training records.

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INTRODUCTION

The problem addressed by this applied research project is that no analysis has been conducted to determine the record maintenance requirements for the Richardson Fire Department Training Section. The purpose of this applied research project is to conduct a needs analysis to determine the record maintenance requirements of the Richardson Fire Department Training Section. This study is a descriptive research project. The research questions answered are:

1. What legal issues should be considered in maintaining training records?
2. What records are required to be maintained by the Richardson Fire Department Training Section?
3. What non-required records should the Richardson Fire Department Training Section maintain?

BACKGROUND AND SIGNIFICANCE

Since the early seventies the Richardson Fire Department (RFD) has expanded it's service delivery from basic fire and emergency medical services to include advanced life support, hazardous materials response, high angle rescue, trench rescue, and confined space rescue. In the past, the RFD conducted it's own firefighter recruit training academy. The requirements for maintaining training records were minimal. Once a recruit graduated from the fire academy and obtained state firefighter certification, then a few hours of continuing education each year were all that was required to maintain certification. A single monthly training report listing the subjects and hours completed for each member was sent to the Training Officer by the Company Officer. Those reports were maintained in hard copy format. The requirements for maintaining training records have changed.

Presently, many more demands are placed on fire service organizations than were required in the past. As a result of our litigious society, administrators are more concerned with potential liability. In 1994, Texas made the transition from the key rate system to the Insurance Services Office (ISO) ratings. More focus is centered on issues such as adherence to National Fire Protection Association (NFPA) standards, Occupational Safety and Health Administration (OSHA) regulations, and expanded service deliveries being offered by fire departments. Fire departments must respond in a pro-active manner to the higher expectations and increased responsibilities placed upon the profession today. Fire department training divisions have been forced to keep pace. For the past three years the goal of the RFD has been to meet all of the training requirements of the ISO. The department now requires recruits to be academy graduates and hold basic firefighter certification prior to employment. A separate monthly training report for each member is maintained. Higher and more specialized levels of training and certifications have become the norm. The Texas Commission on Fire Protection (TCFP) has added certifications for Hazardous Materials (Haz-Mat) Technician, Driver Operator, and Fire Officer. Accurate documentation of training for each of these disciplines has become necessary. The maintenance of training records that once was a simple process has become a complex issue with many variables.

In the future this trend is likely to continue. There are plans for a Technical Rescue Specialist certification through the TCFP that will include trench rescue, confined space, high angle, and swift water rescue. A Professional Development Program (PDP) for the RFD is in the process of being adopted. Records charting the achievements of individuals will need to be maintained. In order to exercise diligence today and prepare for the future, it is necessary to conduct an analysis to determine what training records the RFD should maintain in the future.

This analysis will serve as the foundation for updating the maintenance of training records in the RFD.

The problem addressed by this Applied Research Project relates to the Professional Development module within the *Executive Development* course of the Executive Fire Officer Program. Objective evaluations of individual training records serve as the basis for individuals to make career path decisions. They also enable organizations to set educational standards for a PDP. This project also relates to the Legal Issues module. There are legal considerations for every profession, and legal issues that apply to virtually every facet of the fire service.

LITERATURE REVIEW

Legal Considerations

Wilder (1997) wrote, “Inadequately trained personnel, lack of enforcement of training standards, and failure to maintain required records and documentation are listed as common departmental loss exposures.” Grant and Hoover (1994) reference NFPA 1401 (*Recommended Practice for Fire Service Training Reports and Records*) as detailing the information that should be contained in training records. They state that this information can be extremely important in workers’ compensation claims or in cases of a civil suit against the fire department, and that lack of information in these areas can lead to liability and lawsuits. In his tips for minimizing liability, Hogan (2000) writes, “Document your actions” and “Don’t let paperwork get lost.” He further states, “Keep records of personnel training.... Keep detailed records of everything important.”

According to NFPA 1401 (2001) “training records are becoming more important for use as evidence in public liability suits brought against the organization’s fireground activities.” The legal chapter reads, “A concern of the fire service is the threat of litigation. The maintenance of accurate and complete training records in accordance with this document is one of the ways fire

departments can limit their liability.” It recommends that most records should be maintained on computer in entirety. Some should be in original hard copy form, and it specifically mentions those required by OSHA mandated training. The standard recommends that fire departments consult legal counsel regarding access to an individual’s training records and for retention periods. Chapter 2 covers elements of training documents and states, “training documents, regardless of their intent or level of sophistication, should focus on content, accuracy, and clarity.” It says, “all training documents should relay to the reader who, what, when, where, and why,” and it lists examples of each.

Attorney, Kurt Varone, (personal communication, January 18, 2001) defined “respondeat superior” as vicarious liability. This is where employers can be held liable for the acts of subordinates. He affirmed the fact that liability is a major reason for maintaining adequate records, and that good documentation is one of the best legal defenses against accusations that employees are inadequately trained. The subject of documenting job knowledge proficiency via written tests was discussed. When asked if he thought there was less liability in recording pass/fail rather than marginally acceptable numerical scores the response was, “You can’t live life out of fear of lawsuits, and you can’t run organizations out of fear. Personally, I’m not concerned with that.” He emphasized the fact that there are reasons other than liability for maintaining these records. He listed the testimony of expert witnesses, standards, laws, and regulations as methods juries use to measure a reasonably prudent professional’s standard of care in liability suits.

Richardson City Attorney, Parker Young, (personal communication, June 22, 2001) said because of the Texas Tort Claims Act it is difficult for a third party to prevail against municipalities in Texas courts. The act grants immunity to local governments from third party

suits. This immunity has been waived in three areas. These are (a) operation of motor vehicles, (b) defects in premises, and (c) personal injury from use of personal property. Two examples he gave of injury from use of personal property were, the paramedic who administers the wrong drug and the careless use of an axe by a firefighter. Historically the main liability exposure to fire departments has been personal injury in medical (EMS related) and motor vehicle accidents. When third parties prevail the liability is limited to \$250,000 per individual claim and \$500,000 per incident. The city and city employees are not subject to punitive damage as a result of gross negligence, thus limiting excessive liability. Injuries to employees are covered solely by Worker's Compensation with the city not subject to further liability. Because of these factors he feels the major emphasis in documented training should be in the areas of emergency driving and EMS training.

Young was not overly concerned with the components of individual records as long as the training was recorded in a verifiable manner. His recommendation for record retention times was to follow the Texas State Library and Archives Commission (TSLAC) schedules. He reviewed the current RFD monthly company school report (Appendix A), and felt it was sufficient. He does not feel like signatures on the forms are necessary as long as the forms are consistently maintained, and said "you don't necessarily need signoff." Lastly, when shown the NFPA 1401 example documents (Appendix B) his reaction was, "as much as you can stomach is good."

The *Local Schedule PS (Retention Schedule for Records of Public Safety Agencies)* (TSLAC, 1997) states, "Government Code, Section 441.158, provides that the Texas State Library and Archives Commission authority shall issue records retention schedules." The law also provides that "each schedule must state the retention period prescribed by federal or state

law, rule of court, or regulation.” The retention periods “have the same effect as if prescribed by law after the records retention schedule is adopted as a rule of the commission.” Regarding fire department training records, the schedule specifically requires “records relating to recruit training certified by the Texas Commission on Fire Protection for structural fire and rescue personnel be sufficient to document who was trained and when, in what subject, and by whom.” It also requires that, “scores received in academic achievement and performance tests (including copies of all written tests); and similar records of the training and achievement of individual students have a retention period of three years.” In addition, if the local government operates the training facility, records documenting the training and educational achievement of recruits employed by the local government must be retained until the date of separation plus five years.

Required State Records

The minimum requirements for state certifications are outlined in the *TCFP Standards Manual* (TCFP, 2001). The certification curriculum is detailed in the *TCFP Certification Curriculum Manual* (TCFP, 2001). The *TCFP Standards Manual* states the following:

The continuing education requirement for renewal of certification shall consist of a minimum of 20 hours of training to be conducted during the certification period. Only 20 total hours of continuing education shall be required to renew all Texas Commission on Fire Protection certifications if any individual holds more than one certificate, except as provided in § 441.17 of this title (relating to Continuing Education for Hazardous Materials Technician). All documentation of training used to satisfy the continuing education requirements must be maintained for a period of three years from the date of the training. Continuing education records shall be maintained by the department in accordance with the Texas State Library and Archives Commission, State and Local

Records Management Division, Records Schedule, Local Schedule (GR 1050-28), whichever is greater.

In an informal interview with TCFP Compliance Officer Miles Skipper (personal communication, April 12, 2001), he explained what the commission expects to see in audits of departmental training records. They randomly check the training records of 10 percent of the certificate holders in the department. Each record examined must document at least 20 hours of continuing education annually. He defined Track A training as that contained in the Basic Structure Fire Protection certification curriculum. Track A training is identified by the corresponding section number of the curriculum. No more than four training hours from any one Track A section are allowed. The only limitation placed on Track B hours is a four-hour limit on emergency medical continuing education. If a Haz-Mat certification is held, 10 additional continuing education hours in Haz-Mat (30 hours total) are required.

Required ISO records

Dickson (2001, February) states “the records you keep and the way you keep them can help determine your Insurance Services Office® (ISO) rating.” He adds that training records account for 9 of 50 possible points for the fire department section and that ISO evaluates in detail training for recruits, Officer, Driver/Operator, new Driver/Operator, and Haz-Mat. He further states that the information recorded for drills must include the date, duration, subject covered, and attendance. In another article Dickson (2001, May) outlines the credit given by ISO for training. He details the point breakdown and percentages of the nine possible training points and states, “Well kept training records prove vital to receiving full credit for this section.”

Hickey (1993) details the ISO rating schedule. Documented training in several categories is necessary to obtain the full credit for training. The training facility accounts for 35% of the

nine points given for training. Full credit for training facilities must be earned according to usage. Credit is earned for documented single company drills, night drills, and multiple company drills. Eight half-day (three hours), four half-day (three hours) multiple company, and two night drills (three hours) must be documented annually to receive full credit. Single company drills can receive credit as half-day and night drills while multiple company drills can receive credit in all categories. An example of maximum facility usage credit (1.0 points) is outlined in Table 3. Individual company station training is credited on the basis of 20 hours per member per month. Officer training is credited up to two days per year for all officers. Driver operator training is credited up to four half-days per year for all existing drivers. New driver operator training is credited up to 40 hours for all new drivers and operators. Each member of the fire department should receive one half-day of training in hazards of radioactive materials to include training on hazardous materials incident control. Each recruit firefighter should complete a documented training program of 240 hours followed by a proficiency exam. When only a portion of eligible members have the documented training the credit for the above items is prorated on a percentage basis.

Mike Pietsch (personal communication, June 21, 2001), a Senior Field Representative for ISO, confirmed the information cited by Dickson and Hickey. These figures are found in Table 2 and Table 3 of the results section. ISO evaluations look at training records for the past three years to determine percentage multipliers for facility usage and points towards company training. Simply stated, “the training facility and usage account for 35% and company training accounts for 65% of the nine points awarded for training.” He clarified that to get full usage credit for a training facility each member must have the required drills documented. He recommended that

individual training records be organized in a manner that will allow the evaluation of each requirement.

In addition NFPA 1401 (2001) refers to training records that are required by law. It explains, “Accurate and complete training records also are required by a number of laws and standards. Federal and state regulations require specific amounts of training. An example is 29 *CFR* 1910.134.”

Non-Required Records That Should Be Kept

The recommendation of the Fire Department Occupational Health and Safety Standards Handbook (1998) is to “maintain training records for each member indicating dates, subjects covered, satisfactory completion, and, if any, certifications achieved.” The handbook also recommends that you examine NFPA 1401.

NFPA 1401 (2001) lists elements of information that should be contained in all training documents, and recommends the types of schedules, reports, and records that should be maintained. The recommended training records are (a) departmental training record, (b) individual course records, (c) individual training records, (d) progress chart, (e) firefighter certification training record, (f) educational courses, (g) vocational courses, (h) seminars and other training, (i) periodic company summary, (j) chief officer’s periodic training summary, and (k) group training records and evaluation. It recommends that state certification records require the signatures of the instructor and the person being instructed. Examples of training record forms contained in the standard are included in Appendix B.

The National Fire Academy *Training Program Management Student Manual* (1998) states, “A training records and reporting system must document all training and education completed by the individual. It also should document all training activities of the training

division.” The various types of records recommended are “schedules for all training; daily training records, including instructor, subject, and hours; company training; individual training; monthly and yearly summaries; and certification results.” The text states that, “signed lesson plans should be kept to verify the training that actually took place.”

The *NFPA 1500 Handbook* (1993) lists recommendations for personal training records as well as training division records. It recommends personal training records be maintained to chart the progress of fire fighters throughout their careers. This would include all training and education obtained by the individual. This information includes secondary education, vocational/technical education, college education, recruit training, continuing fire department training, emergency medical, specialized training, seminars, and external academy training. Dates, descriptions, and details of each entry should be included. All certifications should be recorded and expirations noted, if applicable. Photocopies of certificates should be kept on file if possible. The handbook also recommends that the training division should maintain records of its own activities for future reference. It states, “All training activities conducted or monitored by the training division need to be documented. The date, location, content, attendees, method of instruction (practical, lecture, etc.), instructor(s), and duration of classes must be included.” It mentions that these records might also be needed in litigation.

Dale Grace (personal communication, May 15, 2001) a compliance assistance specialist for the Occupational Safety and Health Consultation (OSHCON) branch of the Texas Workers Compensation Commission was asked if OSHA regulations apply to municipal fire departments in the state of Texas. His response was that “OSHA regulations only apply to the private sector in Texas.” However, he recommends Texas fire departments comply with applicable OSHA regulations to minimize injuries, workers compensation claims, and liability. A list of OSHA

regulations applicable to the fire service with corresponding Code of Federal Regulations (CFR) numbers, subject matter, and requirements is contained in Appendix C.

Summary

The literature review influenced this project by (a) providing insight into legal issues associated with maintaining training records, (b) providing the basis for determining the minimum training records required to be maintained, (c) assisting in determining what additional records should be kept, and (d) providing examples of the types and contents of various training records. Interviews with selected subject matter experts are included with the published literature for comparison, and influenced the project by providing state and departmental specific information. The literature review was a large part of the training record needs analysis conducted to determine which records the RFD Training Section will maintain.

PROCEDURES

To accomplish the purpose of determining which training records are to be maintained by the RFD Training Section selected literature was reviewed. Interviews with five different subject matter experts were conducted. The results of the literature review and interviews were combined with personal observations of training record forms found in Appendix B to conduct a needs analysis for training records. The descriptive research methodology was employed to examine the legal considerations associated with maintaining training records, and to examine the various types of training records and their components to determine which are required and which are not required but should be maintained by the RFD Training Section for administrative purposes.

Legal Issues

To answer the question, what legal issues should be considered in maintaining training records, (a) a literature review was done, (b) an informal discussion was held with attorney Kurt Varone following his presentation on Legal Issues given to the Executive Development class at the NFA in January, 2001, and (c) an interview with City of Richardson Attorney Parker Young was conducted on June 22, 2001. A comparison was made between the literature review and the viewpoints of the attorneys to determine legal considerations.

Required Records

To answer the question, what training records are required to be maintained by the RFD Training Section, a definition of “required training records” had to be made. This definition was made based on the assumption that certain records are essential and must be maintained (see assumptions and definitions). This identified three issues needing investigation.

The first issue focused on obtaining and maintaining certifications issued by the TCFP, which is the regulatory authority over fire departments in Texas. The TCFP *Standards Manual* was reviewed for various initial certification requirements as well as renewal requirements. TCFP compliance officer Miles Skipper was interviewed to assure accurate interpretation of the manual. He was asked (a) what training records he looks for in compliance audits, (b) to explain the difference between Track A and Track B training, (c) how long records are required to be maintained, and (d) what additional training is required to maintain Haz-Mat certification.

The second issue, ISO training records, was included as essential because of the commitment by the City of Richardson to obtain the best possible rating. The literature review was done to identify exactly what records are necessary to obtain full credit for training. ISO Senior Field Representative Mike Pietsch was interviewed to clarify training facility usage

credit. He was asked if the required drills apply only to the facility or if they must be documented for each member of the department, and was asked to verify the accuracy of Table 2 and Table 3 in the results section. He was then asked to explain the grading process for training, what records he looks for, and for how many years the records are to be kept. He reviewed the existing RFD Monthly Company School Report to determine if it was adequate for documentation of ISO training requirements.

The third issue, records required by law, was placed in the required records category for obvious reasons. The steps used to determine what, if any, training records are required by law in Texas were:

1. Perform a review of the recommendations found in the literature.
2. Perform a review of the OSHA required training mandates found in Appendix C. This information was obtained as a supplement (source unknown) to the *Training Program Management* course delivered at the NFA during June of 2000.
3. Conduct an interview with OSHCON compliance assistance specialist Dale Grace. The basis of this interview was to determine the relevance of OSHA training mandates to Texas fire departments.
4. Consult with City Attorney Parker Young to determine if any training records, other than those required by the TCFP, are required by law for Texas fire departments.

Non-required Records

Records in this category included those needed to reduce liability, but not specifically required by law. The needs of the RFD were the primary consideration in answering the question, what non-required training records should the RFD Training Section maintain? The major factors considered were professional development, RFD individual and company job

performance standards, and safety. The documentation of safety training, including OSHA required mandates and emergency driver training, is included here. The list of OSHA required training mandates (Appendix C) was examined to determine needs.

The *NFA Training Program Management Student Manual*, NFPA 1401, and the *NFPA 1500 Handbook* were reviewed to determine general recommendations for maintaining training records. These recommendations included the types and components of training records.

The literature review was initiated at the National Fire Academy's Learning Research Center (LRC) during January 2001. It was continued at the TCFP Earnest A. Emerson Fire Protection Resource Library Austin, Texas during March 2001, the Plano Fire Department library Plano, Texas during April 2001, and the RFD Training Center library from January through June 2001. The review included recent fire service journals, textbooks, the TCFP *Standards Manual* and *Certification Curriculum Manual*, ISO rating evaluation procedures, and NFPA standards. Responses to interviews were included in the literature review.

Throughout the course of this project a list of training record categories and components was generated for use as a resource in making final recommendations and not intended to become a part of this document. This list was generated using information obtained from the literature review, TCFP *Standards Manual*, personal interviews, and personal observations of example training record forms. The forms examined were from other agencies and those found in NFPA 1401 (see Appendix A).

Assumptions

The assumption was made that the development of any records management system must include legal considerations as a vital component. This assumption is the basis for the first research question.

Another assumption is that certain records are essential to maintain the certification status of department members or the current department ISO classification while others should be included for administrative purposes. This assumption is the basis for the second and third research questions.

The selected subject matter experts interviewed were assumed to provide accurate information because of their respective positions.

Limitations

This study is limited to the maintenance of departmental training records related to fire suppression. The Training Section of the RFD is not responsible for the training or records maintenance of the RFD EMS Section or Fire Prevention Division. Emergency medical training is provided by the department's medical control located in a regional hospital. The continuing education and maintenance of training records for emergency medical technicians and paramedics is administered by this organization and supervised by the RFD EMS Section. Further, the TCFP only allows four hours of EMS continuing education (a Track B limitation) to be credited towards the requirements for annual fire suppression certification renewals. The Fire Prevention Division is responsible for the training and records maintenance of Inspectors and Investigators.

This study is limited to laws and regulations applicable to the state of Texas. Laws and regulations that apply to other states, but not to Texas, were not considered when training record requirements were determined.

Definitions

Non-required training records: Records not required to obtain or renew certifications, not required for ISO rating evaluations, or not required by law. These records assist in individual

professional development and are valuable to the administration of the fire department.

Records: Permanent accounts of known or recorded facts that are utilized to recall or relate past events or acts of an organization or the individuals within it.

Required training records: Essential training records that are required to obtain or renew TCFP certifications, that are required for ISO ratings evaluations, or those required by law.

Should: Indicates a recommendation or that which is advised but not required.

Track A: Training intended to maintain previously learned skills as stated in the Texas Commission on Fire Protection *Certification Curriculum Manual* for the assigned discipline.

Track B: Training intended to develop new skills in an assigned discipline.

RESULTS

Legal Considerations

The legal issues identified were liability reduction, maintenance of complete records, and retention period lengths. Wilder, Grant and Hoover, Hogan, and NFPA 1401 all emphasize the importance of maintaining proper records in limiting exposure to liability. None of the sources reviewed gave recommendations for minimum components or elements required for training records to be admissible in court. The TSLAC *Local Schedule PS* stated that records should be sufficient to document who was trained, when the training took place, in what subject, and who instructed in addition to recruit test scores. NFPA 1401 said, “Accurate and complete training records also are required by a number of laws and standards.” It recommended documents focus on content, accuracy, and clarity with who, what, when, where, and why being defined. Table 1 summarizes these recommendations. Nothing in the legal aspects chapter of NFPA 1401 specified minimum components necessary to make a document valid in court.

Table 1

Who	What	When	Where	Why
was the instructor?	was the subject covered?	will the event take place?	will the event take place?	is the event necessary?
participated?	equipment was utilized?	or when did the event take place?	or where did the event take place?	or why did the event occur?
was in attendance?	operation was evaluated or affected?			
is affected by the document?	was the stated objective and was it met?			

Attorneys Kurt Varone (personal communication, January 18, 2001) and Parker Young (personal communication, June 22, 2001) confirmed the importance of records in a liability case, but neither seemed concerned with specific record component issues. Recording test scores as pass/fail instead of numerical was not a liability concern for Varone. He listed expert witnesses, standards, laws, and regulations as methods juries use to determine professional standard of care. Young did not feel it necessary for instructor and student signatures to be on the documents in order to establish validity.

Young downplayed the significance of liability suits against municipal fire departments in Texas because of the Texas Tort Claims Act, and confirmed the fact that OSHA regulations do not apply to municipal fire departments in Texas. When shown the example documents contained in NFPA 1401 (Appendix B) he recommended that you document “as much as you can stomach”, but did not feel it necessary to maintain all of them. He pointed out that in Texas the important liability issues are found in emergency driving and EMS.

Young recommended following the record retention schedules of the TSLAC’s *Local Schedule PS* to determine the length of time that records should be maintained. This schedule recommends recruit training records be maintained for three years. Records of employees of the

local government operating the training facility should be retained until the date of separation plus five years.

Required Training Records

Required records are defined in this project to be essential records that are required to obtain or renew TCFP certifications, those required for ISO ratings evaluations, or those required by law. Specific certification training requirements are found in the TCFP *Standards Manual*. Applicable excerpts from the standard are included in Appendix D. Documentation of tenure, prerequisite certifications, NFA hours, college hours, course curriculum completion, and successful completion of examinations are among the application requirements for certifications.

To maintain certifications the TCFP requires documentation of 20 hours continuing education annually with no more than four hours in any one section of Track A training for each member. An additional ten hours is required for certified Haz-Mat technicians. The TCFP stated retention period for continuing education records is three years. TCFP compliance officer Miles Skipper confirmed these figures. He explained the audit procedures. Ten percent of individual training records are examined for minimum commission requirements with particular attention given to total hours, section limitations for Track A training, and additional requirements for Haz-Mat Technicians. He also said that the additional hours required for Haz-Mat technicians should be in hazardous materials training.

The ISO training requirements outlined by Dickson and Hickey are recorded here in tabular form for ease of understanding.

The ISO training requirements detailed by Dickson are summarized in Table 2.

Table 2

Training Credit Percentage & Point Breakdown <i>The training credit is worth 9 out of 50 possible fire department section points.</i>		
Training Facility	Percent	Points
Training area	10	.9
Drill tower	8	.72
Burn building	8	.72
Combustible liquid pit	5	.45
Library	2	.18
VCR	.5	.045
Slide projector	.5	.045
Hydrant cutaway	.5	.045
Pump cutaway	.5	.045
	35% total	3.15 total
Training		
Company training	25	2.25
Officer training	15	1.35
Driver & operator training	2	.18
New driver & operator training	2	.18
Hazmat training	1	.09
New recruit training	5	.45
Preplans	15	1.35
	65% total	5.85

The training credit is worth 9 out of 50 possible fire department section points.

The training facility usage credit outlined by Hickey is found in Table 3.

Table 3
Facility Usage Training Credit

Drill Number	Classification	Day/ Night	Single Co. Half-Day	Multi-Co. Half-Day	Night
#1	Single Company	Day	0.05		
#2	Single Company	Day	0.05		
#3	Single Company	Day	0.05		
#4	Single Company	Night	0.05		.10
#5	Multiple Company	Day	0.05	.10	
#6	Multiple Company	Day	0.05	.10	
#7	Multiple Company	Day	0.05	.10	
#8	Multiple Company	Night	0.05	.10	.10
		Sub Total	0.40	0.40	0.20
		Total	1.0		

Note: The point total for facility usage (or fraction of) is multiplied by the point total for the training facility to determine the final training facility credit.

NFPA 1401 (2001) stated, “Accurate and complete training records also are required by a number of laws and standards. Federal and state regulations require specific amounts of training. An example is 29 *CFR* 1910.134.” The example referenced here is included in the list of OSHA training mandates shown in Appendix C. According to Dale Grace, OSHA regulations do not apply to municipal fire departments in Texas. His comments are included in the following section on non-required training records that should be kept.

Non-required Training Records

Documentation of safety training and OSHA required training is included here based on the results of the interview with OSHCON compliance assistance specialist Dale Grace. He

explained that Texas is not an OSHA state and said, “OSHA regulations only apply to the private sector in Texas,” and that OSHA regulations are not enforced upon municipal fire departments in Texas. However, he feels it is important for fire departments to comply for safety reasons. A list of OSHA required training applicable to the fire service is found in Appendix C.

The general types of training records identified from the literature review include (a) a departmental training record, (b) individual course records, (c) individual training records, (d) progress chart, (e) firefighter certification training record, (f) educational courses, (g) vocational courses, (h) seminars and other training, (i) periodic company summary, (j) chief officer’s periodic training summary, and (k) group training records and evaluations.

Various training record elements or components recommended in the literature are (a) date, (b) time, (c) hours, (d) student names, (e) social security or ID number, (f) student signatures, (g) instructors, (h) instructor signatures, (i) location, (j) subjects, (k) purpose or objectives, (l) lesson plans, (m) test or evaluation results, and (n) certifications.

DISCUSSION

Legal

A review of the literature clearly establishes the importance of accurate and complete training documentation to reduce fire department liability. Wilder (1997), Grant and Hoover (1994), Hogan (2000), and NFPA 1401 (2001) all emphasize this. While the study confirmed the need for properly documented training it downplayed the importance of liability. Attorney Kurt Varone (personal communication, January 18, 2001) stated reasons other than fear of liability for maintaining records. City Attorney Parker Young (personal communication, June 22, 2001) described how the Texas Tort Claims Act limits the liability of municipal fire departments in

Texas, and how municipal fire departments in Texas are exempt from the enforcement of OSHA regulations. Employee personal injury claims are limited to workers compensation insurance. Because of this the researcher placed OSHA required training in the category of non-required training records. Freedom from the concern of excessive liability allows the organization to focus on maintaining training records based on needs.

The literature sources reviewed listed specific components for inclusion in training records but did not identify any required by law. Young's main concern was to include enough information to verify that the training actually took place. He said to pay particular attention to documentation of emergency driver training and EMS training because governmental immunity has been waived in those areas. Record retention times are of particular importance. Young said to follow the TSLAC recommendations. *Local Schedule PS* (TSLAC, 1997) requires maintenance of recruit training records for three years. It also requires that the recruit training records of employees of the local government owning the training facility be held until the date of separation plus five years. The retention time for other training and achievement records of individual students is three years. These times apply to the documentation of original certification requirements of recruits found in the *Certification Curriculum Manual* (TCFP, 2001), and to certification renewals as referenced in the *Standards Manual* (TCFP, 2001). TCFP Compliance Officer Miles Skipper (personal communication, April 12, 2001) confirmed three years of records are adequate.

The researcher expected the attorneys to share more concern for liability than they did. It was obvious that the Texas Tort Claims Act limits liability, and workers compensation insurance takes the place of OSHA in the work related injuries of municipal employees in Texas. These are significant factors that limit the affect of liability concerns upon final recommendations. The

legal considerations that were identified which influence the recommendations are (a) the need to document emergency driver training, (b) to assure clear and complete documentation of all training, and (c) to set record retention times in accordance with TSLAC schedules.

Required Records

The *Standards Manual* (TCFP, 2001) lists minimum requirements for initial certifications. Those applicable to the RFD Training Section are found in Appendix D. It also prescribes the minimum continuing education hours and subject limitations for renewals. Documentation of 20 (CE) hours is required for all certification renewals. Haz-Mat requires an additional 10 hours. The above documentation must be maintained for three years. The *Certification Curriculum Manual* (TCFP, 2001) outlines the curriculum required for initial certification in each discipline.

TCFP Compliance Officer Miles Skipper (personal communication, April 12, 2001) confirmed three years of records are adequate for its audits. However, they usually just examine the records since the last compliance audit looking for 20 CE hours annually (30 for Haz-Mat Technicians). He explained Track A continuing education hours are those contained in the basic structural firefighter curriculum and are limited to four hours in each section (subject area) annually. Holders of basic certificates must complete their CE hours in these subjects. Track B hours are for fire service training outside of the basic curriculum. Certificate holders above the basic level can use Track B hours. Training under Track B is not limited to four hours per subject area. The one exception is that only four hours of EMS training may be used annually.

The TCFP is the regulatory agency over fire departments in Texas. TCFP certification requirements must be met in order for fire departments in the state to operate. The requirements for maintenance of basic fire suppression certification as stated above are the minimum needed.

Individual training records must reflect the minimum hours for each member. The RFD easily meets the TCFP minimum requirements. This is due to the department's effort to maintain sufficient records for maximum ISO training credits.

Dickson (2001, February) identified ISO required training for recruits, Officer, Driver/Operator, new Driver/Operator, and Haz-Mat. The information required for drills must include the date, duration, subject covered, and attendance. Later Dickson (2001, May) outlined how training credits are calculated. This breakdown is shown in Table 2. Hickey (1993) also describes the rating schedule. His explanation of the facility usage credit calculation has been placed in tabular form and is found in Table 3. Explanations of ISO rating calculations can be confusing. The tables help simplify understanding of the process. ISO Senior Field Representative, Mike Pietsch (personal communication, June 21, 2001) confirmed the accuracy of the data contained in Table 2 and Table 3, and he explained the evaluation process. The goal of the RFD is to obtain the full nine points credit for training. In order to do this, documentation for each member must include the hours and drills specified in each table for each of the past three years of service.

The study identified records needed to verify TCFP certification requirements and those needed to satisfy the ISO rating criteria as the absolute minimum records needed to be maintained by the RFD Training Section. Thus they are considered required. The current monthly company school report (Appendix A) was reviewed and considered adequate for TCFP and ISO purposes with the exception of the need to document TCFP Track B hours. Additional records required by law such as the OSHA training mandates were expected to fall into the required category. However, this study did not identify this training to be required by law in Texas. Although not required, documented OSHA training as well as other important training

records should be kept by all progressive fire departments.

Non-Required Records That Should Be Kept

Like most occupations a wide array of training opportunities exist in the fire service. Safety is paramount in the fire service because of the inherent dangers of the occupation, and resulted in the creation of NFPA 1500 (*Standard on Fire Department Occupational Safety and Health Program*). Although OSHA regulations are not enforced upon Texas municipal fire departments the safety principles behind them are applicable. Dale Grace (personal communication, May 15, 2001), a compliance assistance specialist for OSHCON, recommends complying with OSHA regulations in order to minimize injuries, workers compensation claims, and liability. Appendix C contains a listing of OSHA training mandates applicable to the fire service. Safety is a primary concern of the RFD in both training and operations, and this researcher considers it important to provide and document as much safety training as possible. Since immunity from liability has been waived on the operation of motor vehicles in Texas, emphasis should be placed on the documentation of emergency driver training.

There were numerous recommendations found in the literature as to the types and components of complete training records. The *Fire Department Occupational Health and Safety Standards Handbook* (1998), NFPA 1401 (2001), the *NFA Training Program Management Student Manual* (1998), and the *NFPA 1500 Handbook* (1993) all contain pertinent information regarding the types of records and their contents.

Each fire department has their own unique needs, and there are other training record needs within the RFD. A PDP is in the process of being finalized. When complete, it will require documenting the educational levels, experience levels, pre-requisite, and post-requisite training requirements necessary for promotions within the organization. Individual and company job

performance standards are currently in place for the RFD to measure performance levels. A means of recording and tracking these results should be developed in order to evaluate the abilities of individual members and the effectiveness of companies. Finally, in the course of operations within the Training Section other documentation needs that require attention will arise.

RECOMMENDATIONS

The training record needs analysis provided by this research resulted in a number of recommendations to be used by the RFD Training Section for records maintenance. As a result of the legal considerations, the following recommendations are made:

1. Assure all records accurately reflect the training that took place.
2. Maintain complete records, especially those related to emergency driver training. Records should be sufficient to document who was trained, when the training took place, in what subject, and who instructed.
3. Maintain all training records at least three years.
4. Maintain all records of RFD employee recruit training (including test scores) conducted at the RFD Training Center for five years after the termination date of the employee.
5. Conduct periodic reviews of the TSLAC retention schedules and update the training record retention periods accordingly.
6. Competent legal counsel should be obtained to ensure proper interpretation of current legislation and regulations.

Research, develop, and implement a plan to maintain all future training records in a computer format by January 1, 2002. Continue to maintain hard copies of certifications and monthly company school reports with TCFP and ISO required training. Maintain all existing

hard copy records according to the TSLAC retention schedules.

Maintain file folders for individual training records with the name, social security number, and employee identification number of each member. Copies of all certificates, transcripts, and existing hard copy records should be kept in these. An individual progress chart should be developed to document professional development. It should chart educational levels, certifications, special classes, and both pre and post-requisite training requirements necessary for promotions within the organization. Continue to maintain a monthly company school report for each member similar to the existing one. The existing report form should be updated to allow documentation of TCFP Track B continuing education hours. Officers should be given training on the procedures to correctly place training hours under the appropriate section or subject area and identify whether the training is Track A or Track B.

Documentation of all special courses should focus on content, accuracy, and clarity. Records should contain information as to who, what, when, where, and why as per NFPA 1401. Each course should be given a unique identification number and cross-referenced to lesson plan numbers. All lesson plans should be identified by TCFP section numbers for Track A or subject area for Track B continuing education, assigned identification numbers, and maintained in electronic format.

Establish quarterly and annual training schedules to ensure all required training is planned. Place an emphasis on TCFP certification requirements, ISO drills and training requirements, and safety training. The schedule should allow for periodic coverage of all OSHA required training. Schedule individual and company job performance evaluations. A means of recording and tracking these results should be developed in order to evaluate the abilities of individuals and the effectiveness of companies.

Finally, it is recommended that those wishing to conduct a similar needs analysis utilize NFPA 1401 as a primary reference source. Current applicable legislation and standards should be researched. Consult an attorney to determine whether current regulations are relevant to the organization. Lastly, determinations should be based upon the current needs of the organization, and periodic reviews should be conducted to keep the records management system up to date.

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Appendix A

Richardson Fire Department Monthly Company School Report

[illegible]

Appendix B

Sample Record of Individual Training Progress

[illegible]

Individual Training Summary Record

[illegible]

Individual Daily Training by Subject Area and Hours

[illegible]

Individual Monthly Training Record by Subject Area and Hours

[illegible]

[illegible]

Comparative Individual Progress Record

[illegible]

Individual Special Courses Record

[illegible]

Periodic (Weekly) Schedule of Training

SCHEDULE OF TRAINING				
TRAINING DIVISION				SS – Station School TC – Training Center
COMPANY	DATE	TIME	LOCATION	SUBJECT
102-103A	9 Nov	0900	SS	Portable fire extinguishers
402A	9 Nov	1330	SS	" " "
302B	10 Nov	0900	SS	" " "
402B	10 Nov	1330	SS	" " "
201-202A	11 Nov	0900	SS	" " "
101A	11 Nov	1330	TC	Hose lays
102A	11 Nov	1500	TC	" "
102-103B	12 Nov	0900	SS	Portable fire extinguishers
201-202B	12 Nov	1330	SS	" " "
202A	13 Nov	0900	TC	LPO T201, Ground ladders
302A	13 Nov	1330	SS	Portable fire extinguishers

REMARKS

1) LPO – Ladder Pipe Operations 2) Work clothes should be worn for classes at the

Training Center. 3) All personnel scheduled for Ground Ladders should review pages

TM-4 through TM-17 in the Training Manual.

The above schedule is subject to change by the Fire Chief.

Date _____ Training Officer _____

Periodic (Quarterly) Schedule of Training

QUARTERLY TRAINING SCHEDULE For fire companies to report to the training center during the first quarter of 20 ____							
DATE	TIME	COMPANY	SUBJECT	DATE	TIME	COMPANY	SUBJECT
Jan. 7	AM	E1L2	Arson detection	Feb. 18	AM	E2E7	Power tools
	PM	E3F5	Arson detection		PM	E3S1	Power tools
Jan. 8	AM	E1L2	Arson detection	Feb. 19	AM	E2E7	Power tools
	PM	E3L5	Arson detection		PM	E3S1	Power tools
Jan. 9	AM	E1L2	Arson detection	Feb. 20	AM	E5L1	Power tools
	PM	E3L5	Arson detection		PM	E6L2	Power tools
Jan. 10	AM	E2S1	Arson detection	Feb. 21	AM	E5L1	Power tools
	PM	E4L1	Arson detection		PM	E6L2	Power tools
Jan. 11	AM	E2S1	Arson detection	Feb. 22	AM	E5L1	Power tools
	PM	E4L1	Arson detection		PM	E6L2	Power tools
Jan. 14	AM	E2S1	Arson detection	Feb. 25	AM	E1E2	Ground ladder
	PM	E4L1	Arson detection		PM	E3L1	Ground ladder
Jan. 15	AM	E6E7	Arson detection	Feb. 26	AM	E4E6	Ground ladder
	PM	E1E3	Salvage		PM	E7S1	Ground ladder
Jan. 16	AM	E6E7	Arson detection	Feb. 27	AM	E1S1	Ground ladder
	PM	E1E3	Salvage		PM	E4E2	Ground ladder
Jan. 17	AM	E6E7	Arson detection	Feb. 28	AM	E1S1	Ground ladder
	PM	E1E3	Salvage		PM	E4E2	Ground ladder
Jan. 18	AM	E2L1	Salvage	Mar. 1	AM	E1S1	Ground ladder
	PM	E4L2	Salvage		PM	E4E2	Ground ladder
Jan. 21	AM	E2L1	Salvage	Mar. 4	AM	E4E6	Ground ladder
	PM	E4L2	Salvage		PM	E7S1	Ground ladder
Jan. 22	AM	E2L1	Salvage	Mar. 5	AM	E4E6	Ground ladder
	PM	E4L2	Salvage		PM	E7S1	Ground ladder
Jan. 23	AM	E5E7	Salvage	Mar. 6	AM	HOSE TESTS	
	PM	E6S1	Salvage		PM	PLATOON A	
Jan. 24	AM	E5E7	Salvage	Mar. 7	AM	HOSE TESTS	NOTE A
	PM	E6S1	Salvage		PM	PLATOON B	
Jan. 25	AM	E5E7	Salvage	Mar. 8	AM	HOSE TESTS	
	PM	E6S1	Salvage		PM	PLATOON C	
Jan. 28	AM	E1S1	Sprinklers	Mar. 11	AM	E5L2	Turrets and ladder
	PM	E4E2	Sprinklers		PM	E2E6	Pipes (NOTE B)
Jan. 29	AM	E3L2	Sprinklers	Mar. 12	AM	E5L2	Turrets and ladder
	PM	E7L1	Sprinklers		PM	E2E6	Pipes (NOTE B)
Jan. 30	AM	E3L2	Sprinklers	Mar. 13	AM	E5L2	Turrets and ladder
	PM	E7L1	Sprinklers		PM	E2E6	Pipes (NOTE B)
Jan. 31	AM	E3L2	Sprinklers	Mar. 14	AM	E7L2	Turrets and ladder
	PM	E7L1	Sprinklers		PM	E1E5	Pipes (NOTE B)
Feb. 1	AM	E3L2	Sprinklers	Mar. 15	AM	E7L2	Turrets and ladder
	PM	E7L1	Sprinklers		PM	E1E5	Pipes (NOTE B)
Feb. 4	AM	E3L2	Sprinklers	Mar. 18	AM	E7L2	Turrets and ladder
	PM	E7L1	Sprinklers		PM	E1E5	Pipes (NOTE B)
Feb. 5	AM	E3L2	Sprinklers	Mar. 19	AM	E7L2	Turrets and ladder
	PM	E7L1	Sprinklers		PM	E1E5	Pipes (NOTE B)
Feb. 6	AM	E3L2	Sprinklers	Mar. 20	AM	E7L2	Turrets and ladder
	PM	E7L1	Sprinklers		PM	E1E5	Pipes (NOTE B)
Feb. 7	AM	E5E6	Sprinklers	Mar. 21	AM	E7L2	Turrets and ladder
	PM	E1E4	Sprinklers		PM	E1E5	Pipes (NOTE B)
Feb. 8	AM	E1E4	Power tools	Mar. 22	AM	E7L2	Turrets and ladder
	PM	E1E4	Power tools		PM	E1E5	Pipes (NOTE B)
Feb. 11	AM	E5E6	Sprinklers	Mar. 25	AM	E7L2	Turrets and ladder
	PM	E1E4	Power tools		PM	E1E5	Pipes (NOTE B)
Feb. 12	AM	E6E7	Power tools	Mar. 26	AM	E4E3	Turrets and ladder
	PM	E1E4	Power tools		PM	S1L1	Pipes (NOTE B)
Feb. 13	AM	E2E7	Power tools	Mar. 27	AM	E7L2	Turrets and ladder
	PM	E3S1	Power tools		PM	E1E5	Pipes (NOTE B)
Feb. 14	AM	E2E7	Power tools	Mar. 28	AM	E4E3	Turrets and ladder
	PM	E3S1	Power tools		PM	S1L1	Pipes (NOTE B)
Feb. 15	AM	E2E7	Power tools	Mar. 29	AM	E4E3	Turrets and ladder
	PM	E3S1	Power tools		PM	S1L1	Pipes (NOTE B)

NOTE A: At company quarters.

NOTE B: Drills to be held at Memorial Park.

Approved _____

Chief of Fire Department

Chief Training Officer

Division of Training Drill Report

CITY OF NAPA FIRE DEPARTMENT DIVISION OF TRAINING DRILL REPORT						Code No. _____	
SHIFT _____ STATION NO. _____		DATE _____, 20 _____					
TIME _____ M. to _____ M.		TOTAL TIME DRILLED _____ Hrs. _____ Min.					
DESCRIPTION OF DRILL						TIME	
						HOURS	MIN.
NAMES OF FIRE FIGHTERS DRILLED							
REMARKS OR SUGGESTIONS							
EQUIPMENT USED							
Feet of Booster Hose	Feet of 1 1/4" Hose	Feet of 3" Hose	Feet of Other Hose	Feet of Ladders	Number of Salvage Covers	Gallons of Water	
Signature of Reporting Officer _____							

Group Evaluation Record

WAUKEGAN FIRE DEPARTMENT STANDARD ENGINE AND TRUCK COMPANY EVOLUTIONS		
DATE _____	TIME OF DAY _____	DUTY SHIFT _____
ENGINE CO.# _____	EVOLUTION # _____	TIME STANDARD _____
TRUCK CO.# _____	EVOLUTION # _____	ACTUAL TIME _____
DATE	OFFICER _____	
	PUMP OPERATOR _____	
	FIRE FIGHTER _____	
	FIRE FIGHTER _____	
	FIRE FIGHTER _____	
<div style="display: flex; justify-content: space-between;"> <div>1. Was the evolution conducted in a safe manner?</div> <div>YES _____ NO _____</div> </div> <div style="display: flex; justify-content: space-between;"> <div>2. Was the evolution completed within the required time?</div> <div>YES _____ NO _____</div> </div> <div style="display: flex; justify-content: space-between;"> <div>3. Were nozzle pressures correct?</div> <div>YES _____ NO _____</div> </div> <div style="display: flex; justify-content: space-between;"> <div>4. Were streams, once started, operated without interruption?</div> <div>YES _____ NO _____</div> </div>		
LIST AREAS OF DIFFICULTY OR WHERE IMPROVEMENT IS NEEDED: _____ _____ _____ _____ _____		
ADDITIONAL REMARKS _____ _____		
_____ Evaluator's Signature		

Typical Fire Department Training Record

FIRE DEPARTMENT TRAINING RECORD	
SUBJECT TAUGHT:	DATE / HOURS
OBJECTIVES MET: (from Instructor Reference Manual)	TESTS ON SUBJECT (indicate written/practical or oral) <input type="checkbox"/> Written _____ <input type="checkbox"/> Practical _____ <input type="checkbox"/> Oral _____
LOCATION OF TRAINING:	MILEAGE TO TRAINING LOCATION (optional)

REQUIRED SIGNATURES

(All training should be verified by the instructor who taught the course and the students in the class who took the training. If this training form is computerized, signatures are still required and a printed copy of this form should be available for review by the Division of Personnel Standards and Education)

By signing below, I attest that I have given/received the training on the above subject.

Student's Name (legibly printed)

Student's Original Signature

Student's Social Security Number

Instructor's Original Signature or Initials

Appendix C

OSHA MINIMUM REQUIRED FIRE TRAINING

OSHA

1910.38	<u>EMPLOYEE EMERGENCY PLANS & FIRE PREVENTION</u> Refresher: Every 3 years
1910.95	<u>HEARING PROTECTION</u>
1926.52	Initial: Required w/in 30 days of employment Refresher: Annually
1910.120	<u>HAZARDOUS MATERIALS TRAINING</u> First Responder Level 8 hrs. per year Technician Level 24 hrs. per year Commander Level 24 hrs. per year
1910.134	<u>RESPIRATORY PROTECTION</u> Initial: Required prior to working in exposed area Refresher: Every 3 years
1910.145	<u>SPECIFICATIONS FOR ACCIDENT PREVENTION SIGNS AND TAGS</u> Initial: Required w/in 30 days of employment Refresher: Every 3 years
1910.151	<u>FIRST AID</u> Initial: Employees shall be adequately trained to provide
1910.155	<u>FIRE PROTECTION</u>
1926.150	Initial: Required before starting firefighting duties Refresher: Ongoing training as required.
1910.157	<u>PORTABLE FIRE EXTINGUISHERS</u> Initial: W/in 30 days after employment Refresher: Annually
1910.3130	<u>BLOODBORNE PATHOGENS</u> Initial: W/in 10 days of job assignment Refresher: Annually
1926.302	<u>POWER-OPERATED HAND TOOLS</u> Initial: Required prior to using. Refresher: Every 3 years
1910.146	<u>CONFINED SPACE</u> Initial: Required before workers are around or in confined space. Refresher: 8 hours annually
1926.1053	<u>LADDERS</u> Initial: Required prior to using Refresher: Every 3 years
38F-41	<u>TOXIC SUBSTANCES IN THE WORKPLACE</u> Initial: Required w/in 30 days after employment Refresher: Annually

Appendix D

Selected Texas Commission on Fire Protection Certification Requirements

§ 423.5 Minimum Standards for Intermediate Structure Fire Protection Personnel Certification

- (a) Applicants for Intermediate Structure Fire Protection Personnel Certification must complete the following requirements:
- (1) hold as a prerequisite a Basic Structure Fire Protection Personnel Certification as defined in §423.3 of this title (relating to Minimum Standards for Basic Structure Fire Protection Personnel Certification);
 - (2) acquire a minimum of four years of fire protection experience and complete the courses listed in one of the following options:
 - (A) Option 1--Successfully complete six semester hours of fire science or fire technology from an approved Fire Protection Degree Program and submit documentation as required by the Commission that the courses comply with subsections (c) and (d) of this section; or
 - (B) Option 2--Complete a minimum of 96 hours of instruction in any National Fire Academy courses; or
 - (C) Option 3--Successfully complete three semester hours of college courses listed in Option 1 and a minimum of 48 hours in any National Fire Academy courses.
 - (b) College level courses from both the upper and lower division may be used to satisfy the education requirement for Intermediate Structure Fire Protection Personnel Certification.
 - (c) Non-traditional credit awarded at the college level, such as credit for experience or credit by examination obtained from attending any school in the commission's document titled "Commission Certification Curriculum Manual" or for experience in the fire service, may not be counted toward higher levels of certification.
 - (d) The training required in this section must be in addition to any training used to qualify for any lower level of Structure Fire Protection Personnel Certification. Repeating a course or course of similar content cannot be used towards higher levels of certification.

§ 423.7 Minimum Standards for Advanced Structure Fire Protection Personnel Certification

- (a) Applicants for Advanced Structure Fire Protection Personnel certification must complete the following requirements:
- (1) hold as a prerequisite an Intermediate Structure Fire Protection Personnel Certification as defined in §423.5 of this title (relating to Minimum Standards for Intermediate Structure Fire Protection Personnel Certification);
 - (2) acquire a minimum of eight years of fire protection experience and complete the courses listed in one of the following options:
 - (A) Option 1--Successfully complete six semester hours of fire science or fire technology from an approved Fire Protection Degree Program and submit documentation as required by the Commission that the courses comply with subsection (c) and (d) of this section; or
 - (B) Option 2--Complete a minimum of 96 hours of instruction in any National Fire Academy courses; or
 - (C) Option 3--Successfully complete three semester hours of college courses listed in Option 1 and a minimum of 48 hours in any National Fire Academy courses.
 - (b) College level courses from both the upper and lower division may be used to satisfy the education requirement for Advanced Structure Fire Protection Personnel Certification.
 - (c) Non-traditional credit awarded at the college level, such as credit for experience or credit by examination obtained from attending any school in the commission's document titled "Commission Certification Curriculum Manual" or for experience in the fire service, may not be counted toward higher levels of certification.
 - (d) The training required in this section must be in addition to any training used to qualify for

any lower level of Structure Fire Protection Personnel Certification. Repeating a course or course of similar content cannot be used towards higher levels of certification.

§ 423.9 Minimum Standards for Master Structure Fire Protection Personnel Certification

(a) Applicants for Master Structure Fire Protection Personnel Certification must complete the following requirements:

- (1) hold as a prerequisite an Advanced Structure Fire Protection Personnel Certification as defined in § 423.7 of this title (relating to Minimum Standards for Advanced Structure Fire Protection Personnel Certification); and
 - (2) acquire a minimum of twelve years of fire protection experience, and 60 college semester hours or an associate degree, which includes at least 18 college semester hours in fire science subjects.
- (b) College level courses from both the upper and lower division may be used to satisfy the education requirement for Master Structure Fire Protection Personnel Certification.

§ 425.5 Minimum Standards for Intermediate Fire Service Instructor Certification

(a) In order to become certified as an intermediate fire service instructor, the individual must:

- (1) have completed all the requirements listed under § 425.3(a) and (b) of this title (relating to Minimum Standards for Basic Fire Service Instructor Certification) except for §425.3(a)(5). (Note: Basic fire service instructor certification is not a prerequisite for intermediate fire service instructor certification); and
- (2) have completed a commission approved "Methods of Teaching" course consisting of at least three college semester hours or 40 class hours, or the National Fire Academy course, "Instructional Methodology."

(b) The intermediate fire service instructor certification meets requirements of NFPA 1041, Standard for Fire Service Instructor Professional Qualifications, for Fire Instructor Level I and Fire Instructor Level II. Instructors wanting to meet NFPA 1041 for Fire Service Instructor Level II must meet the requirements for Fire Service Instructor I.

§ 453.3 Minimum Standards for Hazardous Materials Technician Certification

(a) Training programs that are intended to satisfy the requirements of this must meet the curriculum, competencies, and hour requirements of this section. All applicants for certification must meet the examination requirements of this section.

(b) In order to be certified as a Hazardous Materials Technician an individual must:

- (1) hold certification as Structural Fire Protection Personnel, Aircraft Rescue Fire Fighting Personnel, or Marine Fire Protection Personnel and;
- (2) complete a commission approved hazardous materials technician program and successfully pass the commission examination as specified in Chapter 439 of this title (relating to Examinations for Certification). An approved hazardous materials technician program must consist of one of the following:

(A) completion of a commission approved Hazardous Materials Technician Curriculum of at least 80 hours as specified in Chapter 6 of the Commission's document titled "Commission Certification Curriculum Manual," as approved by the Commission in accordance with Chapter 443 of this title (relating to Certification Curriculum Manual).

(B) completion of an out-of-state training program that has been submitted to the commission for evaluation and found to be equivalent to or exceed the commission approved Hazardous Materials Technician Curriculum.

(C) completion of a military training program that has been submitted to the commission for evaluation and found to be equivalent or exceed the commission approved Hazardous Materials Technician Curriculum.

(c) Out-of-state or military training programs which are submitted to the commission for the purpose of determining equivalency will be considered equivalent if all competencies set forth in Chapter 6 (pertaining to Hazardous Materials Technician) of the "Commission Certification Curriculum Manual" are met.

(d) The commission approved hazardous materials technician curriculum must be conducted by a training facility that has been certified by the commission as provided in Chapter 427 of this

title (relating to Certified Training Facilities).

(e) An individual from another jurisdiction who possesses valid documentation of accreditation from the International Fire Service Accreditation Congress as First Responder Awareness Level, First Responder Operations Level, and Hazardous Materials Technician shall be eligible to take the commission written examination for hazardous materials technician.

(f) No individual will be permitted to take the commission examination for hazardous materials technician unless the individual documents completion of the first responder awareness and operations level training as required by Chapter 1, Basic Fire Suppression, of the "Commission Certification Curriculum Manual."

§ 433.3 Minimum Standards for Driver/Operator – Pumper Certification

(a) The effective date of this section shall be January 1, 2000. Training programs that are intended to satisfy the requirements of this section, started on or after the effective date of this section, must meet the curriculum, competencies, and hour requirements of this section. All applicants for certification must meet the examination requirements of this section.

(b) In order to obtain Driver/Operator – Pumper certification the individual must:

(1) hold certification as Structural Fire Protection Personnel, Aircraft Rescue Fire Fighting Personnel, or Marine Fire Protection Personnel;

(2) complete a commission approved Driver/Operator – Pumper Curriculum and successfully pass the commission examination as specified in Chapter 439 of this title (relating to Examinations for Certification). An approved driver/operator – pumper program must consist of one of the following:

(A) complete a commission approved Driver/Operator – Pumper Curriculum of at least 40 hours as specified in Chapter 7 of the Commission's document titled "Commission Certification Curriculum Manual," as approved by the Commission in accordance with Chapter 443 of this title (relating to Certification Curriculum Manual).

(B) complete an out-of-state training program that has been submitted to the commission for evaluation and found to be equivalent to or exceed the commission approved Driver/Operator – Pumper Curriculum.

(C) complete a military training program that has been submitted to the commission for evaluation and found to be equivalent to or exceeds the commission approved Driver/Operator – Pumper Curriculum.

(c) Out-of-state or military training programs which are submitted to the commission for the purpose of determining equivalency will be considered equivalent if all competencies set forth in Chapter 7 (pertaining to Driver/Operator – Pumper) of the "Commission Certification Curriculum Manual" are met.

(d) The commission approved Driver/Operator – Pumper Curriculum must be conducted by a training facility that has been certified by the commission as provided in Chapter 427 of this title (relating to Certified Training Facilities).

(e) An individual from another jurisdiction who possesses valid documentation of accreditation from the International Fire Service Accreditation Congress as Driver/Operator – Pumper shall be eligible to take the commission written examination for driver/operator – pumper.

(f) No individual will be permitted to take the commission examination for driver/operator – pumper unless the individual documents, as a minimum, completion of NFPA 1001 Fire Fighter I training.

§ 451.3 Minimum Standards for Fire Officer I Certification

(a) The effective date of this section shall be February 1, 2001. Training programs that are intended to satisfy the requirements of this section, that are started on or after the effective date of this section, must meet the curriculum, competencies, and hour requirements of this section. All applicants for certification must meet the examination requirements of this section.

(b) In order to be certified as a Fire Officer I an individual must:

(1) hold certification as Structural Fire Protection Personnel, Aircraft Rescue Fire Fighting Personnel, or Marine Fire Protection Personnel; and

(2) complete a commission approved Fire Officer I program and successfully pass the commission examination as specified in Chapter 439 of this title (relating to Examinations for

Certification). An approved Fire Officer I program must consist of one of the following:

(A) completion of a commission approved Fire Officer I Curriculum as specified in Chapter 9 of the Commission's document titled "Commission Certification Curriculum Manual," as approved by the Commission in accordance with Chapter 443 of this title (relating to Certification Curriculum Manual);

(B) completion of an out-of-state training program that has been submitted to the commission for evaluation and found to be equivalent to or exceed the commission approved Fire Officer I Curriculum;

(C) completion of a military training program that has been submitted to the commission for evaluation and found to be equivalent or exceed the commission approved Fire Officer I Curriculum; or

(D) successful completion of 15 college semester hours consisting of the following courses or their equivalent:

(i) Fire Prevention Codes and Inspections, 3 semester hours;

(ii) Fire and Arson Investigation I or II, 3 semester hours;

(iii) Fire Administration I, 3 semester hours;

(iv) Firefighting Strategies and Tactics I or II, 3 semester hours; and

(v) Company Fire Officer, 3 semester hours.

(c) Out-of-state or military training programs which are submitted to the commission for the purpose of determining equivalency will be considered equivalent if all competencies set forth in Chapter 9 (pertaining to Fire Officer I) of the "Commission Certification Curriculum Manual" are met.

(d) College courses will be considered equivalent if the course description is substantially similar to the course description contained in the Workforce Education Course Manual (WECM) from the Texas Higher Education Coordinating Board.

(e) The commission approved Fire Officer I curriculum must be conducted by a training facility that has been certified by the commission as provided in Chapter 427 of this title (relating to Certified Training Facilities).

(f) An individual from another jurisdiction who possesses valid documentation of accreditation from the International Fire Service Accreditation Congress as Fire Fighter II and Fire Officer I shall be eligible to take the commission written examination for Fire Officer I.

(g) No individual will be permitted to take the commission examination for Fire Officer I certification unless the individual documents completion of the Fire Fighter I and Fire Fighter II level training as required by Chapter 1, Basic Fire Suppression, of the "Commission Certification Curriculum Manual".

§ 451.203 Minimum Standards for Fire Officer II Certification

(a) The effective date of this section shall be February 1, 2001. Training programs that are intended to satisfy the requirements of this section, that are started on or after the effective date of this section, must meet the curriculum, competencies, and hour requirements of this section. All applicants for certification must meet the examination requirements of this section.

(b) In order to be certified as a Fire Officer II an individual must:

(1) hold certification as Structural Fire Protection Personnel, Aircraft Rescue Fire Fighting Personnel, or Marine Fire Protection Personnel; and

(2) hold Fire Officer I certification through the commission;

(3) hold, as a minimum, intermediate fire service instructor certification, intermediate fire education specialist certification or associate instructor certification through the commission; and

(4) complete a commission approved Fire Officer II program and successfully pass the commission examination as specified in Chapter 439 of this title (relating to Examinations for Certification). An approved Fire Officer II program must consist of one of the following:

(A) completion of a commission approved Fire Officer II Curriculum as specified in Chapter 9 of the Commission's document titled "Commission Certification Curriculum Manual," as approved by the Commission in accordance with Chapter 443 of this title (relating to Certification Curriculum Manual);

(B) completion of an out-of-state training program that has been submitted to the commission for evaluation and found to be equivalent to or exceed the commission approved Fire

Officer II Curriculum;

(C) completion of a military training program that has been submitted to the commission for evaluation and found to be equivalent or exceed the commission approved Fire Officer II Curriculum; or

(D) successful completion of 18 college semester hours consisting of the following courses or their equivalent:

(i) Fire Prevention Codes and Inspections, 3 semester hours;

(ii) Fire and Arson Investigation I or II, 3 semester hours;

(iii) Fire Administration I, 3 semester hours;

(iv) Fire Administration II, 3 semester hours;

(v) Firefighting Strategies and Tactics I or II, 3 semester hours; and

(vi) Company Fire Officer, 3 semester hours.

(c) Out-of-state or military training programs which are submitted to the commission for the purpose of determining equivalency will be considered equivalent if all competencies set forth in Chapter 9 (pertaining to Fire Officer II) of the "Commission Certification Curriculum Manual" are met.

(d) College courses will be considered equivalent if the course description is substantially similar to the course description contained in the Workforce Education Course Manual (WECM) from the Texas Higher Education Coordinating Board.

(e) The commission approved Fire Officer II curriculum must be conducted by a training facility that has been certified by the commission as provided in Chapter 427 of this title (relating to Certified Training Facilities).

(f) An individual from another jurisdiction who possesses valid documentation of accreditation from the International Fire Service Accreditation Congress as Fire Fighter II, Instructor I, and Fire Officer II shall be eligible to take the commission written examination for Fire Officer II.

(g) No individual will be permitted to take the commission examination for Fire Officer II certification unless the individual documents completion of the Fire Fighter I and Fire Fighter II level training as required by Chapter 1, Basic Fire Suppression, of the "Commission Certification Curriculum Manual", and holds, as a minimum, intermediate fire service instructor certification, intermediate fire education specialist certification or associate instructor certification through the commission, or documents accreditation from International Fire Service Accreditation Congress as an Instructor I.